

REPORTS INVENTORY					CONTROL NO.								
PREPARE IN DUPLICATE					DDS/OTR/SIWA-3								
1. TITLE OF REPORT (if a fill-in report include Form No.)					2. TYPE OF REPORT								
Membership of staff members on committees					<input checked="" type="checkbox"/> STATISTICAL <input checked="" type="checkbox"/> NARRATIVE <input type="checkbox"/> MACHINE-NAME LISTING								
3. FUNCTIONAL AREA		<input checked="" type="checkbox"/> PERSONNEL <input type="checkbox"/> LOGISTICS <input type="checkbox"/> MEDICAL		<input type="checkbox"/> TRAINING <input type="checkbox"/> SECURITY <input type="checkbox"/> FINANCE		ADMIN. GENERAL OTHER (specify)							
4. NO. OF COPIES PREPARED		5. FREQUENCY (weekly, monthly, quarterly, etc.)		6. DISTRIBUTION (No. of components not number of copies)									
1		Annually		1									
7. FORMAT (memorandum, form, computer print-out, etc.)		8. ADP PROCESSING		9. DIRECTIVE AUTHORITY REQUIRING REPORT									
Memo		<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		<input type="checkbox"/> IF YES GIVE ADP PROCESSING NO. DD/S 69-1146, 17 March 1969									
10. PREPARING COMPONENT (include lowest level contributing information to report)				11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)									
DC/SIWA				0									
12. COST FACTORS													
A. MANUAL PREPARATION AND REVIEW COSTS													
GRADE	HOURLY RATE	<input checked="" type="checkbox"/> HOURS PER REPORT	=	COST PER REPORT	<input checked="" type="checkbox"/> TIMES PREPARED	= COST PER YEAR							
15	\$12.80	1	=	\$12.80	1	\$12.80							
B. COSTS OF COMPUTER PRODUCED REPORTS													
<table border="1"> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </table>													
TOTAL COSTS PER YEAR						\$12.80							
13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.													
Identifies non-teaching activities of faculty, related to participation in Agency and non-Agency committees and organizations. Most non-Agency committees and organizations are related to specific or general responsibilities as faculty members in SIWA.													
14. FUTURE GOALS													
GOAL PROPOSED BY COMPONENT FOR THIS REPORT					ESTIMATED SAVINGS								
<input checked="" type="checkbox"/> RETAIN AS IS <input type="checkbox"/> CHANGE <input type="checkbox"/> DISCONTINUE <input type="checkbox"/> OTHER (explain)					MAN-HOURS 0								
					DOLLARS 0								
16. DATE OF INVENTORY					18. EXTENSION								
18 Sept 1970					STAT								
DC/SIWA/OTR					STAT								